

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: March 7, 2016
CC: All Departments



Town Administrator: This past week the new Town Planner Search Committee met on Monday evening and conducted a candidate interview on Thursday morning. The March Department Head meeting was held on Tuesday morning. Two very informative sessions on health care consumerism sponsored by InterLocal Health Insurance were held on Tuesday for staff. The Select Board hosted two open house sessions, one on Thursday afternoon and one Saturday morning on the proposed community center. Board members were available to answer questions regarding the project in an informal session. This week staff from Vachon Clukay will begin the in-house work on the FY15 audit. Local elections will be held on Tuesday from 7 a.m. to 7 p.m. at the Public Safety Building and Town Meeting will be held on Saturday, March 12th at the Moultonborough Academy immediately following the annual school meeting which begins at 9 a.m. Finally, the Select Board will meet on Thursday for a regular meeting starting at 7 p.m. Have a great week everyone! Please be sure to vote!

Finance: Nothing to report this week.

Assessor: Vision Government Solutions is continuing the measure and list project for 2016. Vision personnel are continuing to verify properties throughout Town that have had building permits since April 1, 2015. They will attempt an interior list (review of interior features) if an adult is home. All Vision personnel drive marked vehicles and carry a photo ID as well as an introductory letter from the Town.

Tax Collector: As indicated in the Notice of Delinquencies mailed to all delinquent taxpayers, the deadline to pay by personal check/credit cards was February 19, 2016; therefore the online payment section was turned off on that date. The deadline for acceptance of personal checks/credit card payments is required so that all funds have time to clear prior to mailing the Notice of Intent to Lien. We were busy fielding telephone inquiries and complaints regarding the lien process, amount of interest and costs. We spent a good portion of the week checking the delinquent accounts for addresses/ownership changes and balances due to make sure everything was accurate to the best of our abilities. On March 4, 2016 we mailed approximately 380 Notices of Intent to Lien by certified mail, return receipt requested as required by the Statutes. We then spent time preparing files and documentation for the upcoming audit.

Town Clerk: Nothing to report this week.

Public Works & Facilities: The week began with the crew cleaning up tree debris on Evans, Shaker Jerry, Sheridan Roads, Saw Mill Way and Krainewood Drive. The crew also did some tree trimming on Academy Drive. A load of cold patch was picked up and pot holes were patched on Paradise Dr, Shaker Jerry, Red Hill and Ossipee Mountain Rd. The crew removed the high water warning signs on Shaker Jerry and posted all Town roads with 6-ton seasonal weight limit signs. During the week 2 loads of salt were ordered/delivered. The Dig Safe tickets

for Far Echo, Wentworth Shores and Route 109 & Route 25 intersection were renewed. The crew picked up truck #7 at Liberty International and plows and sanders were put on all trucks that were up and running. The crew shipped out 4 tractor-trailer loads of wood chips and the aggregate vendor hauled winter sand in. On Wednesday the crews were called out at 3:30 a.m. to plow and treat asphalt and continued throughout the day. Town gravel and private roads were cleaned up from the storm and all were sanded with the assistance of two of the outside plow contractors. On Friday Meredith Truck Repair was in to check out truck #10's transmission. The crew made a repair to truck #15's wing mount, and truck #9's mud flap was repaired. Agent Kinmond handled correspondence with the DPW office regarding Adopt a Facility letters, and Town Hall regarding Adopt a Spot. Agent Kinmond also reviewed a resident's complaint regarding a pavement condition on Old Long Island Road and Lands End Drive, spoke with the complainant, and also reviewed the Town tax maps. It was determined that the pavement condition is within the Town's ROW. Agent Kinmond let the complainant know that we would add the repair into the maintenance work plan for the 2016 season. All DPW full time employees attended the health insurance workshop on Tuesday at the PSB.

Facility & Grounds Division: The crew continued spring-cleaning of Town Hall's back room. In preparation for equipment changeover (winter to spring/summer), the rink building was cleaned out and organized. The crew conducted building checks, trash and recyclables were collected with the disposal of 2 old TV's from the PSB. The crew delivered 15 cases of water to the PSB, set up and took down chairs and tables to comply with the needs for the new conference room, as well as the Select Board's open house held on March 3rd. The Aquatherms at Lee's Mill were checked, and on March 2nd all walkways were scraped and treated. The crew installed a new lock on the gate at the Highway Garage entrance.

WMF Division: The facility staff reported this week they shipped out 1- MSW, 1-C&D and 1- container of scrap metal.

Moultonborough Police Department: The Moultonborough Police Department recorded 410 log entries, which included the following calls for service: 35 motor vehicle stops, 9 assists to Fire/EMS, 0 Directed Patrols, 0 arrests, 5 complaints, 3 MV Accidents, 5 MV Complaints, 7 residential alarms, 5 commercial alarms and 2 K-9 complaints.

Training: Feb. 29 – Mar. 4, Off. Pare attended the Police Academy. Mar. 4th Off. Bagan attended the Police Academy.

Moultonborough Fire Department: Year to date there has been 129 calls for emergency service. For the period of 2/26/16 to 3/3/16 there were 14 calls for service: There were (6) Medical Emergencies, (2) Lift Assists, (1) False Alarm, (2) Motor Vehicle Accidents, and (3) Good Intent Calls. Moultonborough Fire Rescue received assistance on two automatic aid calls from Center Harbor.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:49 minutes

Overall Average Manpower per incident: 4 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 6:20 min.

Overall Average Day Time Manpower per incident: 4 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 14:00 minutes

Overall Average Night/Weekend Manpower per incident: 3 Firefighters/Incident

Operations: 2/27 & 2/28: FF Barbara Beede and Lt. Tim Woods attended EMT refresher training. 3/1: Chief Bengtson attended Lakes Region Mutual Fire Aid Executive Committee Meeting. There were 2 Requests for information, 1 Oil burner inspection, 1 Launch request review, 1 Notification to state agency regarding truck through the ice, 1 AED inspection, 1 Public education on fire permit laws, and 1 Temporary use permit inspection.

Office of Development Services Planning:

Town Planner: The Planner attended a NH Planners Association conference on Friday to discuss what other planners across the state are doing regarding master planning and small town revitalization efforts. The Planner participated in the process and interview for a Town Planner last week. The Planner provided the ZBA with staff support at their regular meeting on Wednesday evening. The Planner continues to prepare the land use master plan chapter, transportation master plan chapter, land use maps, and work on the Plan NH grant application for ordinance assistance.

Code & Health: For the month of February, I issued 9 building permits, 27 subcontractor permits, 4 septic designs were approved and sent to the state and 1 sign permit was approved. I will be attending training all day on Wednesday, March 9th and will be on vacation March 13th – 18th. Ken Balance will cover inspections during my vacation.

Human Services: Nothing to report this week.

Recreation Department: On Thursday, MRD will offer activities in the gym after the scheduled early release at MCS for grades 3-6. Participants must pre-register, and there is a \$5 fee/child. Gym Days will resume next week, on March 15th. Gym Days is for grades 3-6, and meets on Tuesdays and Thursdays after school until 4:30 p.m. The spring session of MRD's CATCH program will run on Wednesday afternoons, from March 23 through April 20. This program is for children in grades k-2. Information on Spring T-Ball and Softball will be distributed through MCS this week. Early Bird registrations will be accepted with a discount until March 31. The registration deadline is April 7. Next Wednesday, March 16, there is an adult trip planned to the Boston Flower Show and is being run in conjunction with Belmont Parks and Recreation.

Important Dates to Remember

Election Day, Public Safety Building, March 8, 2016 7 AM – 7 PM

Board of Selectmen's Meeting & Public Hearing RSA 79-D, March 10, 2016, 7 PM

Annual School & Town Meeting, Moultonborough Academy, March 12, 2016, 9 AM

Board of Selectmen's Meeting, March 17, 2016, 7 PM

Board of Selectmen's Work Session, March 24, 2016, 4 PM

Staff Meeting, Tuesday – April 5, 2016, 9:00 AM